



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361

IN REPLY REFER TO  
NAVAIRINST 4650.5B  
AIR-722  
18 July 1983

NAVAIR INSTRUCTION 4650.5B

From: Commander, Naval Air Systems Command

Subj: Policy, procedures, and delegation of approving authority for  
invitational travel orders

Ref: (a) Joint Travel Regulations Vol II  
(b) OPNAVINST 5510.1F

1. Purpose. This instruction states the policy and procedures for issuing and approving invitational travel orders in the Naval Air Systems Command (NAVAIRSYSCOM).
2. Cancellation. This instruction supersedes NAVAIR Instruction 4650.5A of 18 March 1975.
3. Discussion. There are occasions when it is advantageous to invite university officials, representatives of industry, or other individuals to visit NAVAIRSYSCOM Headquarters (HQ) or its field activities for the purpose of observing the work performed, to lecture or instruct, to participate in a scheduled conference or meeting, or for other purposes listed in reference (a). In such cases, invitational travel orders may be issued.
4. Policy. It is the policy of NAVAIRSYSCOM to issue invitations to travel at government expense to persons who are not Federal employees only when it is in the interest of the Navy and in accordance with the provisions of reference (a) and this instruction. A firm commitment should not be made until NAVSO Form 4650/10, Invitational Travel Order, has been approved.
5. Security. Prior to extending an invitation, persons initiating the travel orders will ensure that the individual, if he/she will be exposed to classified information or material, has the required security clearance. If the individual is a foreign national, reference (b) and/or implementing local instructions must be complied with in advance of the invitation.
6. Procedures. Invitational travel orders shall be prepared on NAVSO Form 4650/10, in quadruplicate. The completed form shall be forwarded for signature, in accordance with paragraph 7 below, at least 10 days prior to commencement of the travel. After signature the form shall be processed by the office responsible for temporary additional duty travel for the activity.
7. Delegated Approving Authority. Approving authority is delegated to the deputy commanders, assistant commanders, Comptroller, and Administrative Policy and Programs Directorate in NAVAIRSYSCOM HQ and heads of field activities. This authority will not be further delegated.

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8. Forms

a. Field Activities. NAVSO Form 4650/10, stock number 0104-LF-903-6312, Invitational Travel Order, is available in the cognizance symbol "I" supply system and may be requisitioned in accordance with NAVSUP Publication 2002.

R) b. Headquarters. NAVSO Form 4650/10 may be obtained for NAVAIRSYSCOM HQ use only from the NAVAIRSYSCOM HQ Forms Stock Room.

*R. B. Curtis*

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Director, Administrative Policy and  
Programs Directorate

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